Archives Annual Report, 1994

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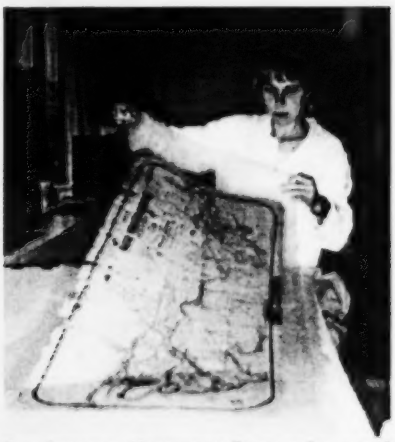
IMAGES

1984 street banner, "Waterfront Images, the Princess Patricia and the Second Narrows" by artist David Hornblow. Donated by Mrs. Bill Curtis.

Engineering Department, Street Decorations Committee, series 490.

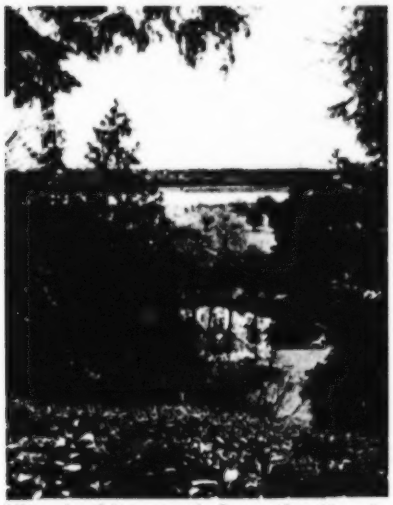


Conservation intern, Margaret Stremple, working on an 1886 map of New Westminster District.
Image © Margaret Stremple, 1994.

2008-03491/

Murrin house and grounds, S.W. Marine Drive.
Photographed by Harry Bullen, ca. 1915.
Donated by Mrs. Victor MacLean.
CVA 1202.

View of grounds of the Murrin residence, S.W. Marine Drive.
Photograph by The Vanderpant Galleries [between 1926 and 1936].
Donated by Mrs. Victor MacLean.
CVA 1202.



View looking south from the Murrin house, S.W. Marine Drive.
Photograph by Don Coltman, 1953.
Donated by Mrs. Victor MacLean.
CVA 1202.

Interior of the Electric Supply Co., 832 Robson Street, August 15, 1909.
Donated by Mr. Glenn R. Perry.
CVA 1215

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INTRODUCTION

This is the 17th report published to document the wide scope of activities and responsibilities of the

Archives and Records Service, a division of the City Clerk's Department.

Change and challenge proved to be the key words for 1994. Nevertheless, commitment by the Archives to the goal of preserving the historical record for future generations remains paramount. Within the civic administration, our role is to provide the best in archival services, coupled with records management. Good records keeping remains the key to efficient and cost-effective government. To accomplish this task, departments were urged to re-examine and identify their records in preparation for the extension of the Freedom of Information and Protection of Privacy Act that was extended to municipal governments in November. New policies and procedures were implemented in anticipation of public demand.

In spite of the work done in updating all records procedures, the records automation plan suffered an unexpected major setback when the local company supplying the software declared bankruptcy, leaving an incomplete situation. This area is to be re-examined in 1995, but remains a concern. The Archives and Records program need to be an active participant in the information network.

Strategies were drawn up for ensuring all records held in the Archives will be adhering to the Canada-wide rules for archival description. This will ultimately provide improved service to our users and will facilitate the exchange of information at the local, national and international level.

Significant donations of private records from architectural plans to photographic collections were received during the year. Increased public awareness generated by the Friends of the Archives contributed to this fact. We are grateful for their support and enthusiasm. Our volunteers assisted in many projects and we thank them for their dedication.

The National Archives of Canada, through the Canadian Council of Archives, awarded the Archives a grant enabling the Archives to catalogue a significant portion of the Steffens-Colmer photographic collection so that the Canadian public will have access to these images. This was indeed most welcome.

M. Kinsella
City Clerk

S. Baptie
City Archivist

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ORGANIZATION AND STAFF

The complement for 1994 stood at nine full-time, three part-time and one temporary position.

City Archivist	Susan Baptie
Archivists	Ann Carroll Heather Chan (Jan.-Sept. on leave) Carol Haber Angela Schiwy (Jan.-May, Nov.-April on leave) Dolores Signori
Records Administrator	John Chang
Records Supervisor	Dierdre Bradshaw
Records Clerk	Susan Burns (part time)
Conservator	Susan Bigelow
Office Assistant	Janette MacDougall

Secretary	Pauline Chang
Desk Attendant	Elaine Burton (part-time) Donna MacKinnon (part-time)
Temporary on grants	Jian Liu

Staff changes included maternity leave in January and subsequent resignation of archivist Heather Chan in September. She was replaced by Ann Carroll. Angela Schiwy was granted an extension on her leave and Dolores Signori joined the Archives in November as her replacement.

Carol Haber attended an "Automating Archives" workshop sponsored by the Archives Association of B.C. The same organization sponsored a round table symposium on implementing the Freedom of Information and Privacy Act in Archives attended by Susan Baptie, Ann Carroll and Carol Haber. The Archives Association of B.C. annual conference session on contract work was presented by Susan Baptie and AnnCarroll. Carol Haber was also present at the conference. Ann Carroll attended a workshop on copyright sponsored by U.B.C.

Susan Baptie and John Chang took part in the City-sponsored training "Embracing Change", and participated in the second session "Generating Leadership".

The Canadian Minister of Heritage appointed Susan Baptie to the National Archives of Canada Advisory Board and she was present at the October meeting of the board in Ottawa. As a member of the B.C. Heritage Advisory Committee, she also attended meetings at "Interchange '94" in Richmond and Victoria.

Susan Bigelow and Carol Haber took part in the consultative process on preservation and enhanced use of audio-visual records in Canada sponsored by the National Archives of Canada.

Jian Liu began working on the Steffens-Colmer/Don Coltman photographs under the Canadian Council of Archives backlog reduction grant.

Our regular volunteers contributed over 200 days of their time to the Archives. Netta Agnew, Esther Birney and Georgina Harris carried on with long-term cataloguing and indexing projects. Margaret Bodo provided photographic identification and cataloguing, and Margaret Stremple was our student conservation intern. Shorter term volunteers doing a variety of jobs from data entry to conservation included Jana Tyner, Belinda Fireman, Margaret Tom-Wing and Barbara Towell.

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SPECIAL VISITORS

Special visitors to City Archives included Henning Bender, Director of the Historical Archives of Aalborg, Archives of Local History, City Archives and Danes Worldwide Archives, and Claire McCurdy, Manuscripts Curator, Milbanks Memorial Library, Columbia University, New York. Three delegates from Kenya to the '94 Commonwealth Games, Musembi Mbathi, Nyandika Maiyoro, and Kiptalam Keter, paid a visit to view the historical records of the British Empire & Commonwealth Games held in Vancouver in 1954, as they had participated in those games.

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ARCHIVES ADVISORY COMMITTEE

Members 1994:
Dr. DeLloyd Guth (Chair)
Elizabeth O'Kiely
Robert Henry
Norman Young
Dr. R. McDonald
Dr. T. Loo
Dr. W. Kaye Lamb (Hon.)

Authorized by City Council to assist on matters such as acquisitions, donations, revenue projects, educational matters, public relations and physical plant, the Committee met at City Archives.

Dr. DeLloyd Guth tendered his resignation to take up academic duties at the University of Manitoba in Winnipeg. Mrs. Elizabeth O'Kiely resumed the Chair on an interim basis. Dr. Tina Loo and Dr. Robert McDonald, representing S.F.U. and U.B.C. respectively were welcomed as new members.

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FRIENDS OF THE VANCOUVER CITY ARCHIVES

President	Dr. Peter Allen
Vice-President	Janet Bingham
Secretary	Patricia McGeer
Treasurer	Sheridee Lee
Members at Large	Rosalind Addison William Lane Elizabeth O'Kiely Joan Stekl Frederick Thirkell David Tupper.

The Archives Advisory Committee formally launched the Friends of the Vancouver City Archives Society on April 7, 1993. The Society was founded to promote and publicize the work, collections and central role of the Archives in the heritage of the city, as well as to receive gifts, endowments and bequests. Anticipated benefits to members will include occasional lectures and behind-the-scenes tours. The first Annual General Meeting was held on March 16, 1994 highlighted by author Chuck Davis, who outlined his new Vancouver Book project. The October 25 gathering featured Leonard McCann, curator emeritus, Maritime Museum, who gave an illustrated lecture on the Empress ships of the C.P.R.

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HISTORICAL RECORDS

Public Records

Records scheduled through the records management program included the following:

	Transferred & Appraised (m)	Retained & Described(m)
Social Planning	1.55	0.44
Civic Theatres	1.26	0.32
Mayor's Office	9.75	2.79

Health Department	22.46	5.59
Board of Variance	53 vols.	53 vols.
Fire Department	1.60	0.80
Park Board	4.29	2.80
Housing & Properties	9.24	1.20 (5.6m microfilmed and retained)
Board of School Trustees	1.81	1.81
Finance Department	1.00	0.06

Manuscripts and Acquisitions

In 1994, 11 manuscript collections were processed and 53 were newly accessioned. Acquisitions of significance, all freely donated, included the following:

- Additional Yip Sang Ltd. financial records and Yip family genealogy donated by Henry Yip, Vancouver.
- Personal papers, brochures, scrapbooks re life and career of Vancouver musician, Dal Richards, c.1930's-1990's by Dal Richards.
- Three original cartoons re Gerry McGeer, by Fitzmaurice, 1916-1924, presented by Michael McGeer.
- 120 architectural drawings of old Vancouver houses, 1910-1913, by Maclure & Fox and Maclure & Lort, donated by William R. Lort.
- World War II, Empress of Canada, war diaries, 1939-1940, by Henry S. Bradshaw, presented by his family, Vancouver.
- 3,000 landscape architectural drawings by Harry James Webb, 1956-1985, donated by Adrienne Webb Brown.
- Williams Brothers negatives, 1974-1992, c.179,500 items, presented by Donn Williams, the second and final donation.

Other notable items:

- Three James Blomfield watercolours, Vancouver scenic views, c.1901, acquired from Mrs. Hazel Abbott.

Photographic Collection

The Archives accessioned 26 photographic collections, making a total of c.180,000 images. This includes the second and final donation of the Williams Brothers photographic fonds of c.179,500 negatives, 1974-1992.

Orders placed by the public numbered 291 for a total of 782 prints. The collection was used extensively for self copy projects including 39 for educational purposes.

Pamphlet Collection

152 pamphlets were catalogued and added to the collection. A backlog of 360 items were microfilmed, bringing this area up to date.

Microfilm

- Council minutes (updates)
- Woodward's Company financial records - 152 boxes
- H. J. Cambie letterbooks
- Newspaper clippings (updates)
- Pamphlets
- Finance Department budget files

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Conservation

Susan Bigelow returned from leave in March and resumed work on the Moore panorama exhibit, originally scheduled to open at the Vancouver Museum in May. Unfortunately, the Museum was closed until December 1994 due to a strike. This display had been slated as a major event for the year and will be rescheduled for 1995.

Susan Bigelow also continued as a member of the A.A.B.C. Conservation Committee, and as Regional Representative

As of the end of 1994, 70% of the architectural plans have been flattened. A grant was received from the Canadian Council of Archives Training and Information Program, making it possible to attend the International Institute for Conservation Conference in Ottawa.

Statistics:

Architectural plans 2,717
Documents 296
Maps 1
Photos 11
Art on paper 7
Paintings 4
Books 27
Pamphlets 1
Boxes made 2
Works unframed 3
Works framed 41
Works matted 44
Written enquiries 4
Telephone enquiries 36
Tours 5

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ACTIVITIES

Assistance to Institutions

Professional assistance was given to Burnaby City Clerk's office, Icelandic Archives of B.C., Brewery Creek Historical Society, Douglas & McIntyre Publishers, Bowen Island Historical Society, Vancouver Public Library, B.C.I.T. Library, and the Jewish Holocaust Centre.

Displays and Loans

- War bond posters loaned to North Shore Museum & Archives for their special display on wartime industries in North Vancouver.
- A selection of items for Vancouver Museum centennial exhibit, 100 years, 100 stories.
- Original documents were loaned to the National Library for the Canadian Institute for Historical Microreproductions.
- Photographs for City Plan for display in City Plan Resource Centre.

- Townley medal loaned to Mrs. Esme Mansell.

Conferences

Susan Bigelow attended the International Institute for Conservation Conference on Preventative Conservation in Ottawa.

Internships and Grants

Canadian Council of Archives Backlog project for the Steffens-Colmer/Don Coltman photographic fonds: $9,800

Special Events and Public Relations

Vancouver Pioneers' Association April 6 incorporation day and Christmas banquet were attended by Susan Baptie, who was presented with an honorary life membership pin for her assistance to the organization over the years. She also was a guest at the Vancouver Local Council of Women's annual general meeting and luncheon.

The Archives hosted a meeting of City Councillors, senior managers, M.L.A.s and local M.P.s to discuss current City issues of mutual concern.

Newspaper articles on the Archives appeared in the Vancouver Sun and the Ming Pao newspapers.

Tours and/or Classes

Tours and/or classes were given to the

- Master of Archival Studies students, U.B.C.
- University of Western Washington State Archives students
- docents from the Vancouver Museum
- Signus Club members
- historical geography students S.F.U.
- Vancouver Postcard Club members
- Kitsilano Seniors' Walking Club
- Douglas College students
- Capilano College students.

A special tour and presentation was made to members of the Social Planning Department.

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FINANCIAL STATEMENT

FINANCIAL REPORT

Operating Budget

Archives :	**Expenditures:**	**Revenues:**
Salaries	$ 370,337	
Supplies and Services	63,918	
Building Maintenance	88,228	
Recoveries - Sale of photographs, photocopies, publications and tax searches		18,710

Records Service		
Salaries	104,159	
Supplies and Services	7,701	
TOTAL NET EXPENDITURE	**$615,633**	
Grants		
Community Archives Assistance Program - Prov. of B.C.		5,000
Dept. of Canadian Heritage and National Archives of Canada		5,992
Canadian Council of Archives - Emergency Stabilization		800
Canadian Council of Archives: Young Canada Works		4,348
TOTAL GRANTS		**16,140**
Endowment Funds		
Major Mathews Memorial Fund		
Donations		$ 3,604
Interest		2,413
Schwesinger Legacy - Interest		4,884
SPECIAL FUNDS TOTAL		**$10,901**

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STATISTICS

	1994	1993	%
Researchers	3,615	3,630	0
Documents Retrievals	14,252	11, 002	+30
Department Requests (Records Centre)	3,830	3,748	+2
Telephone	6,722	6,321	+5
Telephone (requiring archival research)	1,608	1,629	-1
Written research replies	61	63	0

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CHIEF USERS

Federal Government

Department of Indian and Northern Affairs
Department of Justice
Parks Canada
Public Works and Government Service
Canadian Museum of Civilization
Veterans' Affairs
National Archives of Canada
Canadian Forces Base, Esquimalt

Provincial Government

Ministry of Small Business, Tourism and Culture
Ministry of Women's Equality

Social Services Ministry
Ministry of Transportation and Highways

City

Park Board
Permits & Licenses
Engineering Department
Planning Department
City Plan
Police

Businesses and Agencies

Commonwealth Historic Resource Management
Town Group Realty
Amadon Realty
David Oppenheimer & Co.
Real Estate Board of Greater Vancouver
Prospero International Realty
Killam, Whitelaw & Twinings
Brook Development & Planning
SRK Robinson Inc.
Plan Vest Pacific Financial Corp.
Dezignation Design Assoc.
Big Board Productions
St. Michael's Church
A. J. Davis Consulting
Kitsilano Neighbourhood House
Collier, MacAulay, Nicolls Realtors
Just Push Play Tour Co.
Dunbar Community Centre
Seaport Centre
Greater Vancouver Nursing Services Bureau Ltd.
JCM Research
Finning Ltd.
A.B. Woodridge & Assoc.
Cross Currents Divers
Keystone Environmental
Dominion Construction Co.
Guzzi, Perry & Assoc.
MVM Design
Finnish Canadian Assn.
Garden Club of Vancouver
K.C. Mooney Architect
Dr. Sun Yat-Sen Garden Society
Alexander Neighbourhood House
Vancouver City Credit Union
Terminal City Iron Works Ltd.
Coldwell Banker
Finlay Associates
Naval Officers Assn. of B.C.
Cranbrook City Archives
EBA Environment Ltd.
Green & Huckvale (Advertising) Ltd.
Tera Planning Ltd.
D. L. Kydd Law Corp.
Burrard Lion's Club
Aldrich Pears Assn.

Canadian AIDS Society
Canuck Place
F. Lamoureau Architects Inc.
Salishen Seafoods
Greenpeace
Wm. McCreery Architect
NOW Communications
MDM Holdings
Vancouver Stock Exchange
EBA Engineering
Ad Astor Productions
Jr. Chamber International
Golder Associates Ltd.
Kero Design
Deluxe Productions Canada Ltd.
Vancouver Women's Musical Club
Ancestral Research Center
Poon, Gardner & Garrett
Insight & Sound Creations

Educational Institutions

Vancouver Museum
Vancouver Art Gallery
Vancouver Film School
Emily Carr College of Art & Design
North Vancouver Museum
Trout Lake Restoration Society
Bowen Island Heritage Preservation Assn.
B.C. Golf Museum
Puget Sound Maritime Historical Society
Heritage Vancouver Society
B.C. Genealogical Society
Underwater Archaeological Society of B.C.
Burnaby Village Museum
Vancouver Symphony Orchestra
Maritime Museum
Capilano College
Native Education Centre
University of B.C.
Simon Fraser University
University of Victoria
Vancouver Community College - Langara Campus
University College of the Fraser Valley
Law Education Society
Canadian Club
Douglas College
Okanagan University College
Doshisha University
Concordia
Oxford School of Architecture
Kwantlen College
B.C.I.T.
Cook Inlet Historical Society

Theses in progress from:
University of B.C
. Simon Fraser University
University of Victoria

York University
University of Toronto
University of Waterloo
Queens University
Carleton University

Media

Knowledge Network
Vancouver Courier
Ming Pao Daily News
BCTV
Silver Fox Studios
CBC - French network
CBC - TV
Target Canada Video Productions
Russian-Vancouver Newspaper
Tribute Films Ltd.
Kitsilano News

Published Research

Articles based on research conducted at the Archives have appeared in
Vancouver Sun
The Province
Harbour & Shipping
Living in Canada Magazine
Vancouver Magazine
B.C. Cricket Magazine
Courier
Book subjects:
White Rock History
Strathcona District
History of Opera
Women in B.C.
Spilbury's Coast
Surveyors in Vancouver
Union Steamship Co.
Carnegie Centre
B.C. S.P.C.A.
Streetlighting History
Vancouver Foundation
CPR Railway Stations

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RECORDS SERVICE SECTION

Records Centre and Warehouse Operation

In May 1994, we were advised by our Housing and Properties Department that our off-site Records Warehouse would be up for sale and we would have to relocate to another building. The process for the moving was so hastily planned at the last minute that, on December 29, we were given a three day notice to vacate the building on January 4, 1995. Fortunately, we anticipated the complications and managed to avert most of the crises which occurred during the three day move covering some 8,000 boxes and shelving equipment.

In the fourth quarter of 1994, both the Records Centre and the Warehouse again ran out of shelf space. The tops of the shelving units were used to provide an extra 400 cubic feet of storage. Some new transfers had to be temporarily stacked on the floor pending the release of shelf space at the year-end disposal. In 1995, the new Warehouse will add an extra 2,000 boxes of shelf space which is appropriate for the next three or four years' storage requirements. Overall activities in the Records Centre and the Warehouse remained fairly constant compared with previous years. Records transfers decreased slightly over the period due to the space problem and the uncertainty of the Warehouse move.

Records disposals increased 60% or 476 boxes over the previous period due to a deferral of disposing of approximately 150 boxes of Health Care files in 1993, pending a decision to be made on the retention of minors' case records, and a one-time destruction of over 100 boxes of Woodward's department store records which were stored in the Warehouse.

During the year, the Records Centre also processed and supervised the shredding of over six tons of Health Department's medical records.
Records Retention Scheduling

The "Records Retention Guide", which provides a listing of all approved retention schedules/ destruction authorities in the City of Vancouver, was updated in April and again in December. The guide was also referenced by the members of the Freedom of Information and Protection of Privacy Committee for the preparation of the City's Directory of Personal Information Banks.

Records Management - General

The initial attempt to launch the Records Management Automation System was unsuccessful due to the continual financial setbacks of the software company which subsequently ceased its operation in May 1994 before the final software program was released. With the systems support from Computer Services, additional funding has been requested in the 1995 budget estimates to secure another software to continue the records automation.

Records consulting was provided to Vancouver Public Library, Health, Housing and Properties, and Social Planning Departments.

Records Services also coordinated the microfilming of Archives' 152 boxes of Woodward's store manuscript collection and miscellaneous public records.

The comparative activities for the period from January to December for 1994 and 1993 are as follows:

Records Centre/Warehouse

	1994	1993	%
Net holdings (cu.ft.)	12,861	12,560	+2
Records transfers (cu.ft.)	1,568	1,867	-16
Records disposals (cu.ft.)	1,267	791	+60
Retrieval requests	3,830	3,748	+2

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Questions or Comments? Contact: archives@vancouver.ca

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